

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 20, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u>Exc</u>	Ann Hartman	<u>X</u>
John Fenner	<u>X</u>	Sup. Andy Nicholson	<u>Abs</u>
Corday Goddard-Chair	<u>X</u>		

OTHERS PRESENT: Adam Kofoed, Chuck Lamine, Patrick Leifker, Kathy Meyer, Zach Chartrand, Stephanie Schmutzer and Jonathan Ehlke via phone.

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 15, 2019 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by A. Hartman to approve the minutes from the April 15, 2019 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. SEMAP Score. P. Leifker provided an update on the BCHA SEMAP Score. P. Leifker presented at the March 2019 meeting that he anticipated that the BCHA would be deemed a "High Performer" for the FY2018 designation. Staff were provided with the results in April, and the BCHA was identified as a "Standard Performer". P. Leifker explained why the BCHA received the "Standard Performer" designation vs. the "High Performer" designation. P. Leifker stated that being a standard performer vs. high performer does not change the way the program is administered, renewal contracts, no financial penalties with HUD, or no extra reporting requirements.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the SEMAP score. Motion carried.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
There were 169 preliminary applications for April.
 - B. Unit Count
The unit count for April was 2,921.
 - C. Housing Assistance Payments Expenses
The April HAP expense totaled \$1,332,427.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 377 inspections conducted for April. Out of the 377 inspections; 194 passed initial inspection, 58 passed re-inspection; 96 failed; and 29 were a no show.
 - E. Not Reported at the meeting.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In April there were 71 active FSS clients, 62 clients in level one; 11 clients in level two; 0 client in level three and 6 clients in level four. There was 1 new contract signed, 2 graduates, 36 active escrow accounts and 45 active homeowners.

G. VASH Reports (new VASH and active VASH)

For April there were 0 new VASH clients, for a total of 35 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

For April, there 32 total investigations, 8 new investigations, 18 outstanding cases and 6 cases closed. There were 156 new applications processed, 155 were approved and 1 was denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay and DePere. Applications by Municipality is as follows: Green Bay, Other (outside of Brown County).

NEW BUSINESS:

4. Consideration with possible action on restructuring a financial agreement with TWG Development regarding the Broadway Lofts project.

A. Kofoed provided background information on the project. Back on June 25, 2018, Jonathan Ehlke attend a BCHA meeting and presented on the Broadway Loft project and asked for funding. The project was for building apartment units and townhomes on Broadway. Funding was approved for a \$75,000 grant and \$75,000 in the form of a 1.5 percent loan payable over 15 years.

A. Kofoed explained that he, J. Ehlke, and Chuck Lamine worked on restructuring the agreement to benefit both the county housing authority and TWG Development. The new agreement will be a 100% loan, rather than 50% loan and 50% grant. A. Kofoed stated that 50% would stay the same as the original agreement with an annual payment for 15 years. The other \$75,000 (that was a grant) will be a \$75,000 loan that will be paid back on the net cash flow of the project.

Jonathan Ehlke was conferenced in. – J. Ehlke explained that it was a mutual agreement that would benefit both parties. He explained Broadway Lofts receiving a direct loan would reduce their tax burden and would allow the BCHA to receive all their funding back with interest.

Question asked about what does it means when it says the annual interest will be paid back net cash flow. J. Ehlke explained that with low income housing tax credit projects finances get paid back based on both the annual income received and when the project is refinanced. Typically for this instance when the project is refinanced in 15-20 loans get paid back in their recorded order. Based on BCHA's financial position being in the last position, it is likely the larger loans will be paid off first until the project is refinanced.

Staff recommends approval of the new agreement for the following reasons:

- 100% of the funds will be coming back.
- The Housing Authority will receive \$5,600 annually, which will allow us to put money back into the community quicker.
- It was mutually agreed upon by TWG staff and Brown County staff.

A motion was made by A. Hartman, seconded by J. Fenner to approve restructuring a financial agreement with TWG Development regarding the Broadway Lofts project. Motion carried.

5. Consideration with possible action on approval of the Passbook Savings Rate which determines asset calculations for housing assistant payments.

A. Kofoed briefly explained what a Passbook Savings Rate is, and stated that HUD requires PHAs to review the Passbook Savings Rate annually. Essentially this is a way of calculating family assets when individuals apply for the program. We need to evaluate their income and their assets to be sure they are eligible for the program. P. Leifker explained that the passbook savings rate is used infrequently due to the \$5,000 threshold that is established. A. Kofoed explained the percentage rates.

A motion was made by J. Fenner, seconded by A. Hartman to approve the passbook savings rate to remain at zero percent. Motion carried.

BILLS AND FINANCIAL REPORT:

6. Consideration with possible action on acceptance of BCHA bills.

A. Kofoed presented the BCHA bills.

- Insurance was slightly more than anticipated, not over budget, but to keep in mind for budgeting.
- The office remodeling costs has not hit the books yet.
- Parking - we have not been charged yet for the cost of parking the housing authority vehicle. The budget is about \$480 for parking and gas. Parking alone will be slightly over \$500/year, so the budget will need to be amended.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

A. Kofoed presented the BCHA financial report.

A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

STAFF REPORTS AND INFORMATIONAL:

8. Executive Director's Report

C. Lamine noted that his waiver was approved on March 8th.

C. Lamine stated that he and Adam have started the one-on-one meetings with board members.

C. Lamine noted that the office remodeling is complete, and the Housing Authority shared some of the costs of the project.

C. Lamine stated he attended the American Planning Association National Conference in San Francisco last month. C. Lamine touched on the highlights of the meeting and some of the sessions he attended, i.e. housing and homelessness. C. Lamine stated he came away with some ideas and hopes to be able to bring those ideas forward.

9. Administrator's Report

A. Kofoed introduced our accountant, Dave Diedrick.

- a. Recap on GAP Financing – Adam put together the scoring based on the comments received from last month's presentation. Board members chose the hybrid model as the preferred gap financing option. The next step will be to draft a policy for the board and decide on future interest rates.
- b. Lead Agreements with Brown County Health – Brown County Housing Authority staff is working on a memorandum of understanding with the Brown County Health Department. The goal will be to have the Health Department provide quarterly reports with positive leads tests to the BCHA for ICS to verify if there are tenants living at that address and may trigger an inspection. Adam stated that he has done some research and according to the admin plan, if there are lead issues and we're notified, the landlord has 30 days to correct it, otherwise the tenants receiving a voucher do have the option of moving to a different rental unit.

- c. State Funding for Lead Abatement – Brown County staff were contacted by the State of WI Dept. of Human Service about a lead abatement program. This is a grant program. The program wants to collaborate with the NE Wisconsin Rehabilitation program. This program could potentially help the Brown County Housing Authority, and may be interested in playing a key role in finding a good administrator for this new program.

10. OTHER BUSINESS:

A. Hartman stated she received a call from a friend of hers who is a landlord who is having a problem with a tenant in a different building, stated this individual is harassing tenants in his building and he was curious to know if this person is on Section 8. A. Hartman asked Patrick Leifker if he received the complaint letter/email. Patrick Leifker will follow-up with this individual, but noted that due to confidentiality, he cannot disclose any information.

10. Date of next meeting: June 17, 2019 at City Hall.

C. Lamine noted that staff might potentially look into holding these meetings at the Sophie Beaumont Building as they do have a nice conference room located on the first floor, with parking available.

Concern was raised about the capability of recording these meetings at other locations. C. Lamine stated that he did not think there was a requirement that these meetings be video or audio taped. Stephanie Schmutzer stated that these meetings are not being recorded in this room any longer, as the recording would go to the city and not the county. C. Lamine stated that these meetings are reported to the Planning, Development and Transportation Committee, and the minutes are posted, but he would also check into any requirements of video/audio taping these meetings.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.
Meeting adjourned at 4:25pm